

**ESF Coordinator**

Stillwater Co. Road & Bridge

**Support Agencies**

Stillwater County GIS Program

Stillwater County Facilities Department

**Primary Agencies**

City of Columbus Public Works

**Introduction**

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**Purpose**

Emergency Support Function (ESF) #3 – Public Works and Engineering coordinates pre and post-incident assessments and repair of public works and infrastructure. This includes providing direct or contracted technical assistance, field assessments, engineering expertise, construction management, contractor management and emergency repair of damaged public infrastructure and critical facilities during an actual or anticipated natural/manmade disaster or emergency.

ESF #3 also coordinates the transition from emergency repairs to long-term restoration activities in cooperation with ESF #14-Long Term Community Recovery.

**Scope**

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ESF #3— Public Works/Road & Bridge and Engineering is activated during actual or anticipated natural/manmade disaster or emergency that impacts local government managed public infrastructure and critical facilities. The ESF #3 Coordinator is Stillwater County Road & Bridge Department.

ESF #3 is intended to sustain and expedite repair of public infrastructure and critical facilities managed by local (city and county) governments. This infrastructure and facilities are necessary to mitigate adverse economic impacts, meet societal needs and move emergency relief personnel and commodities throughout the jurisdiction.

To completely address all of these needs the ESF Coordinator and Emergency Operations Center (EOC) Manager will need to coordinate with state and federal agencies with jurisdiction over public infrastructure and critical facilities in Stillwater County that work together to provide services for the public.

ESF #3 organizations possess considerable experience in public works and engineering site assessment, projects development and management, and have important relationships with public and private sector public works and engineering specialists and stakeholders. Primary ESF Functions include:

- 1. Infrastructure Assessment & Repair**
- 2. Water Treatment Restoration & Repair**
- 3. Technical Assistance**
- 4. Debris Management** (See Debris Management Plan)

The private sector owns and/or operates a large proportion of the Nation's infrastructure and is a partner and/or lead for the rapid restoration of many infrastructure-related services. The County does not lead the restoration of these services, only coordinates with the private partners.

Through ongoing planning and coordination, the private sector provides critical details for incident action planning and decision-making processes during an incident.

If the emergency is contained completely within a Water District, the City of Columbus or Absarokee Water District without impacts to county or state managed system(s), the respective District personnel or city Public Works Department may, at the discretion of the city Director of Public Works and if agreed to by Stillwater County Road & Bridge Superintendent, substitute in as the ESF Coordinator following the policies, actions and responsibilities in this plan.

## Policies

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**Table 3-1. Policies**

General	<ul style="list-style-type: none"><li>• ESF #3 is activated by Stillwater County Road &amp; Bridge/Facilities or by SC DES upon notification of an actual or anticipated natural/manmade disaster or emergency that will impact local government public works and infrastructure facilities</li><li>• ICS and NIMS principles shall be followed for all emergencies or disasters.</li><li>• Actions initiated under ESF #3 are coordinated and conducted cooperatively with federal and state agencies and incident management officials and with private entities as required.</li><li>• Priority is given to actions that may reduce threats to life safety, followed by impacts critical infrastructure/property and then impacts to economic and societal needs.</li><li>• All agencies are required to coordinate with the City/County EOC and to provide technical information within their area of expertise during the incident.</li><li>• Additional resources should first be secured through mutual aid and assistance agreements, then to the State of Montana SECC (Coordinated through the City/County EOC) who can access private and state resources and resources through the Emergency Management Assistance Compact (EMAC).</li></ul>
Infrastructure Assessment & Repair	<ul style="list-style-type: none"><li>• Preliminary Damage Assessment (PDA) must be completed early in the disaster as it is a gateway to most state and federal assistance.</li><li>• Actions will focus on the status of and damage to the infrastructure managed and maintained by the city/county governments.</li></ul>
Water Treatment Restoration & Repair	<ul style="list-style-type: none"><li>• Identification, repair and maintenance of water systems remain the responsibility of the district or city that owns and operates the system.</li><li>• The City/County EOC is available to coordinate resources needed by district/city for this purpose</li></ul>

Technical Assistance	<ul style="list-style-type: none"> <li>• Technical assistance may be requested by any part of the emergency response through the EOC</li> <li>• Briefings and reports may be required by operational resources and also by elected officials and EOC staff related to specific infrastructure issues</li> </ul>
Debris Management	<ul style="list-style-type: none"> <li>• Reference Debris Management Plan</li> <li>• Costs must be tracked for a potential reimbursement package to Montana DES or FEMA. Use FEMA forms whenever possible.</li> <li>• Contractors may be utilized to perform debris clearance, removal, disposal, reduction, recycling and/or monitoring but will require close supervision.</li> <li>• Bid and contract specifications eligible for reimbursement can be found in the most current FEMA Debris Management Guide (currently 2007), which is included in the electronic copy of this EOP.</li> <li>• Reimbursement may be available for removal of debris generated from private property under one of the two circumstances above. Cost may be a consideration when deciding whether or not to remove private debris as described above.</li> <li>• Operations focused on removal of debris generated from private property may only be reimbursed under current FEMA guidelines under one of two circumstances: (1) the debris poses a health and safety threat to the public at large or is an immediate threat to the life, health and safety of its residents or (2) if private property owners move disaster-generated debris to the public right-of-way.</li> </ul>

## Concept of Operations

### General

Stillwater County Road & Bridge/Facilities organizes the ESF staff and support agencies based upon the core functional areas described in preceding paragraphs. ESF #3 organizes and coordinates the capabilities and resources of the local government to ensure the mitigation or minimization of impacts to local government public works facilities and infrastructure. The ESF #3 Coordinator is Stillwater County Road & Bridge during an actual or anticipated natural/manmade disaster or emergency.

ESF #3 is scalable to meet the specific needs of each incident, based upon the nature and magnitude of the event, the suddenness of onset, and the availability of local resources.

Support agencies will provide assistance under the Incident Command System in place to the ESF Coordinator and Primary Agencies in line with their agency mission and functions.

**Table 3-2. Functional Categories, Actions and Responsibilities**

	ESF Primary Agency	ESF Responsibilities
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Emergency Support Function #3- Public Works and Engineering

General	S Co. Road & Bridge	<ul style="list-style-type: none"> <li>• SCRB, as the ESF #3 Coordinator provides information to the EOC or Multiagency Coordination Group (MAC Group) through the chain of command for the duration of the incident.</li> <li>• Provides personnel or a contact for the City/County EOC to work with regarding coordination of resources, impacts and alternatives.</li> <li>• Coordinates primary and support agencies for planning and operational needs.</li> <li>• Manages and coordinates ESF #3 resources coming in from outside agencies.</li> <li>• Coordinates resolution of conflicting operational demands for resources.</li> <li>• Coordinates logistical support for ESF #3 resources to maintain operational readiness.</li> <li>• Communicates with the Primary and Support Agencies to ensure knowledge and needs of Road &amp; Bridge/Facilities Operations during the planning cycle and operational periods.</li> <li>• Provides incident and situational reports and assessments as required.</li> </ul>
Infrastructure Assessment & Repair	S Co. Road & Bridge	<ul style="list-style-type: none"> <li>• Completes PDAs utilizing current copies of state and FEMA forms to the best estimation of the personnel available.</li> <li>• Conduct field assessments at key public works locations and across city/county managed public works resources (buildings, communication sites, critical infrastructure, etc...).</li> <li>• Identify and communicate temporary sites that can be utilized when county infrastructure (buildings etc...) are damaged or unavailable as a result of the incident.</li> <li>• Establish information sharing with federal, state and local government agencies and impacted NGOs regarding impacts to public works resources-impacts discovered to state, federal or privately owned public infrastructure will be documented and communicated to the City/County EOC who will communicate impacts and information to the appropriate government agency or owner.</li> </ul>
Water Treatment Restoration & Repair	Managing Municipal Public Works Dept. or Water District	<ul style="list-style-type: none"> <li>• Participate in planning to ensure communication of impacts to transportation systems and how they impact other ESFs in their support functions.</li> <li>• Communicate water use recommendations (boil water/do not use etc...) with the City/County EOC and assist with the development of press and information releases to communicate information to the public.</li> <li>• Follow existing city/ water district emergency policies, plans and procedures to ensure safe water and restoration of services</li> </ul>
Technical Assistance	S Co Road & Bridge	<ul style="list-style-type: none"> <li>• Coordinate with the logistics staff in ESF #3 to communicate viable transportation routes for resources and personnel from camp/staging to field sites</li> <li>• Coordinate with the appropriate GIS Program to record</li> </ul>

		<p>information about impacts to public works resources and develop visual displays of the information for various uses including interagency cooperation and public dissemination.</p> <ul style="list-style-type: none"><li>• Assist ESF #15-Public Affairs staff with the development of press and information releases to the public.</li><li>• Provide engineering expertise, construction management, contractor management and emergency repair of damaged public works resources/critical facilities.</li><li>• Coordinate with appropriate state and federal agencies as needed</li></ul>
Debris Management	S Co Road & Bridge	<ul style="list-style-type: none"><li>• Follow Debris Management Plan</li></ul>

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### Organization—Response Structure

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ESF #3 operates under direction of Stillwater County Road & Bridge. Stillwater County Road & Bridge will identify and provide a coordinator based on the assistance needed for an ESF #3 incident. Stillwater County Road & Bridge provides the point of contact and represents ESF #3 in its dealings with any work at the EOC or MAC Group.

When ESF #3 assistance involves only one jurisdiction (City/ County/Water District) the agency with jurisdiction in that area may provide an individual to fill the ESF Coordinator function as the point of contact to represent ESF #3 in its dealings with the EOC or MAC Group. This requires agreement between the affected City Department of Public Works/ Water District and Stillwater County Road & Bridge as described in this ESF under “Scope”.

ESF #3 will have staff on duty at the Joint Field Office (JFO) as needed, for the duration of the emergency response period.

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### Signatures

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We, the undersigned, understand our roles and responsibilities as outline in ESF #3.

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Mark Schreiner  
Stillwater County Road & Bridge

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Dennis Holton  
City of Columbus Public Works

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Jerry Bokma  
Stillwater County Facilities Manager